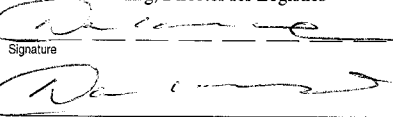
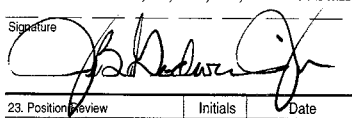


<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>						1. Agency Position No. <b>NL11989</b>	
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>Orlando, FL</b>		5. Duty Station <b>Orlando, FL</b>	
Explanation (Show any positions replaced) <b>NL07417</b>		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	
13. Competitive Level Code <b>1413</b>		14. Agency Use					
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code	
a. U.S. Office of Personnel Management		Program Manager		GS		0340	
b. Department, Agency or Establishment		Grade		14		Initials	
c. Second Level Review		Date		Date		Date	
d. First Level Review		Date		Date		Date	
e. Recommended by Supervisor or Initiating Office		Date		Date		Date	
16. Organizational Title of Position (if different from official title) <b>Division Chief</b>				17. Name of Employee (if vacant, specify)			
18. Department, Agency, or Establishment <b>Department of the Army</b>				c. Third Subdivision <b>Directorate for Logistics (L)</b>			
a. First Subdivision <b>Army Materiel Command</b>				d. Fourth Subdivision <b>Various Divisions</b>			
b. Second Subdivision <b>Simulation, Training and Instrumentation Command</b>				e. Fifth Subdivision			
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor <b>David W. Manning, Director for Logistics</b>				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature 				Signature 			
Date <b>25 Aug 00</b>				Date			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position <b>USOPM Handbook of Occupational Groups and Families, July 1999, HRCD-7; USOPM General Schedule Supervisory Guide, January 1999, HRCD-6</b>			
Typed Name and Title of Official Taking Action <b>James B. Godwin, Jr., Col, FA, Chief of Staff</b>				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature 				Date <b>31 Aug 00</b>			
23. Position Review		Initials		Date		Initials	
a. Employee (optional)		Date		Initials		Date	
b. Supervisor		Date		Initials		Date	
c. Classifier		Date		Initials		Date	
24. Remarks Position is at the Full Performance Level Critical Acquisition Position BUS: 8888							
25. Description of Major Duties and Responsibilities (See Attached)							

## **PROGRAM MANAGER GS-340-14**

### **INTRODUCTION**

Position is assigned as a Program Manager in the Directorate for Logistics, U.S. Army Simulation, Training and Instrumentation Command (STRICOM). As the Chief of the assigned Division, the incumbent is responsible for cradle to grave Life Cycle Management and Operations of systems acquired for test and/or training.

Responsibilities include providing acquisition logistics support to developing PMs; awarding complex Life Cycle Contractor Support contracts; managing life cycle support activities to maintain readiness of supported systems, and providing operational support for Live, Virtual and Constructive training throughout the world.

Systems supported in development up through and including operational support integrate complex electronic designs and computer software to meet military training and instrumentation requirements. The systems may stand alone or interact with other training devices/tactical hardware, and involve high dollar values. This position requires ingenuity, initiative, and resourcefulness in the development of strategies and action plans that support the development, fielding, operations and life cycle management of STRICOM equipment. Incumbent is responsible for all aspects of Logistics program management, to include Programming Planning and Budgeting, operations, maintenance, Post Production Software Support (PPSS), system modifications, technology insertion.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Serves as Division Chief with complete responsibility and authority for assigned programs and in resolving complex management issues. The incumbent provides direct supervision, assigns work and coordinates activities, to include all administrative and technical aspects of supervision, to a variable number of Life Cycle Project Directors with skills in both Program Management and Acquisition Logistics. With the advice of personnel, manpower and management specialists, promotes sound position management principles and programs. Initiates personnel or position actions; develops work performance standards, observes and evaluates employee performance; identifies training needs and assures training opportunities are provided. Provides mentoring, advice, and counsel to all employees relative to work assignments and administrative matters. Promotes acceptance and adherence to the provisions of special emphasis programs such as, Equal Opportunity, Affirmative Action, Disabilities Act, and Labor-Management Relations. Ensures that adequate internal controls are developed and operative so that government resources are efficiently and effectively managed. Establishes internal policies and operating procedures. Evaluates and appraises operations on a continuing bases to insure objectives are reached in an effective and efficient manner.

50%

2. Serves as an expert advisor and STRICOM's principle representative at conferences and meetings with representatives of other commands, agencies and industry on matters

concerning assigned logistics programs. Serves as principal advisor to the Director for Logistics regarding all acquisition logistics and Program Management aspects of the planning, development, execution and sustainment within the area of assigned responsibility. Assists in the development of policy and procedures to achieve acquisition reform goals. Participates in data management information systems development and program performance metrics development and reporting. Through analysis and evaluation of current programs, budgets and develops comprehensive time-phased and costed support programs designed to meet mission requirements. Maintains continuing surveillance of trends in any general management area of responsibility and apprises supervisor of the need for studies involving new concepts or programs; the status of existing programs; and presence of overlapping and/or non-essential activities, etc., with recommended corrective action if appropriate. 50%

Performs other duties as assigned.

### **Knowledges or Qualifications Required by the Position:**

Incumbent must have expert skill in program management to effectively and efficiently perform the mission, to include extensive knowledge of the acquisition process, integrated life cycle support planning, implementation and execution of programs to the extent that experience and sound judgement is utilized to resolve acquisition and supportability problems.

Extensive technical knowledge of and experience with highly complex state of the art electronic simulation and instrumentation equipment and simulations applicable to training.

Comprehensive knowledge of management principles and methodology. Incumbent must have expert knowledge of mission, goals, and objectives of the Command and the Directorate for Logistics, subordinate and higher level organizations to be applied to analyzing and evaluating Life Cycle Support Programs.

Expert skill in leadership to plan, organize and direct work to accomplish a variety of tasks performed by multi-disciplinary teams; ability to analyze situations, identify problems and recommend courses of action.

Ability to communicate effectively in writing and in person-to-person contacts.

### **FACTOR 1 PROGRAM SCOPE AND EFFECT**

Position is assigned in the Directorate for and supports one or more of STRICOM's Project Managers: PM CATT, PM WARSIM, PM ITTS, PM TRADE in fulfilling those responsibilities in the acquisition of training devices, simulators, simulations, instrumentation and range support that are assigned to STRICOM. These systems integrate complex electronic designs and computer software to meet military training and

instrumentation requirements. The purpose of the work is to manage and direct a staff of dual certified life cycle project directors who directly support a multitude of acquisition programs and fielded systems. This work includes development of procedures and instructions for life cycle support managers, other integrated product team members, and industry program participants. Work has impact on performance, schedule and cost of training systems acquired and fielded to US Army facilities and installations. This position supports operations and support of fielded Training Devices, Simulators and Simulations systems (TDSS) through the Life Cycle Contractor Support (LCCS) contract and systems supported by other means and other contracts. Incumbent is responsible for all aspects of Logistics program management, to include operations, maintenance, Post Production Software Support (PPSS), system modifications, technology insertion throughout the system lifecycle.

## **FACTOR 2 ORGANIZATIONAL SETTING**

Division Chief reports directly to the Director for Logistics (GS-15). The position is accountable to a position that is one reporting level below the first SES or general officer in the direct supervisory chain.

## **FACTOR 3 SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED**

Incumbent exercises independent judgement and applies exceptional managerial skills. Work performed is reviewed in terms of the incumbent's effective execution of the functions of the division to include planning, direction and timely execution. Incumbent exercises supervisory responsibility by directing, coordinating and overseeing work of team leaders; exercising significant responsibilities in dealing with officials of higher rank; directing programs with significant resources; making decisions on work problems presented by subordinate team leaders; evaluating subordinate team leaders; making selections for subordinate positions; hearing and resolving employee complaints and grievances; reviewing and approving disciplinary actions; determining whether contractor performed work meets standards of adequacy necessary for authorization of payment; approving expenses comparable to within-grade increases, extensive overtime, and employee travel; recommending awards and bonuses; finding and implementing ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

## **FACTOR 4 NATURE AND PURPOSE OF CONTACTS**

Incumbent serves as advisor and STRICOM's principle representative at conferences and meetings with representatives of other commands, agencies and industry on matters concerning assigned programs. Maintains continuous liaison and participates in monitoring collaborative planning with pertinent military users, DA Staff, other government agencies, and higher headquarters for the purpose of ensuring proper and adequate program accomplishment.

The purpose of contacts is to justify, defend, or negotiate in representing the projects, or organizational unit directed, in obtaining or committing resources, and in gaining compliance with established policies, regulations, or contracts. Contacts involve active participation in conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance to the program segment managed.

#### **FACTOR 5    DIFFICULTY OF TYPICAL WORK DIRECTED**

The grade level of non-supervisory subordinate positions includes GS-13 Lead Life Cycle Project Directors and GS-12 Life Cycle Project Directors and clerical support. Highest level of base work is GS-13.

#### **FACTOR 6    OTHER CONDITIONS**

Supervision and oversight requires exceptional coordination and integration of a number of very important and complex programs of technical, managerial and administrative work comparable in difficulty to the GS-13 level. Supervision and resources involve major decisions and actions that have a direct and substantial effect on the organization and programs managed.

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is “grandfathered” under 10 U.S.C. 1736 (c) (1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

- (1) Selectee must be a member of an Acquisition Corps at the time of appointment.
- (2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in the position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such agreement alter any other terms or conditions of employment.

**CRITICAL ACQUISITION POSITION AMENDMENT TO PD#** NL 11989

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 - 1737):

- Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver.
- Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment."